



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### **EXAMINATION ANNOUNCEMENT**

**DEPARTMENT:** MOTOR VEHICLES  
**DIVISION:** FIELD OPERATIONS DIVISION  
**POSITION TITLE:** CEA 2, ASSISTANT DEPUTY DIRECTOR  
**SALARY:** \$7302 - 8051  
**FINAL FILING DATE:** UNTIL FILLED

### **DUTIES/RESPONSIBILITIES**

Under the administrative direction of the Deputy Director, Field Operations Division, the Assistant Deputy Director acts as primary backup with full responsibility for all operations of the Division, in the absence of the Deputy Director. The Assistant Deputy Director is responsible for statewide policy, divisional projects, industry relations, disbursement of directives, policy decisions, disciplinary actions, community relations, and short and long range planning. Coordinates with Region Administrators to ensure consistency and effectiveness of departmental operations and serves as the Field Operations key resource for responses to the public, news media, legislative members, governmental agencies, community-based organizations, private industry, law enforcement agencies, and special interest groups.

### **DESIRABLE QUALIFICATIONS**

Candidates should possess the following:

- Experience with and knowledge of the department's programs, policies, procedures, and principles
- Innovative, strategic thinking and management.
- Ability to ensure accurate, timely service to all customers and experience in providing service to the public and a variety of customers
- Strong personnel management, leadership skills and well developed interpersonal skills
- Excellent analytical skills and strong leadership skills
- Experience with budgets including performance based budgeting and management

### **MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

-3-

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management.

- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment.

These knowledges and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in the State service, other governmental settings or in a private organization).

## **FILING INSTRUCTIONS**

All interested applicants must submit:

A standard original State application (Form 678).

A Statement of Qualifications. This Statement of Qualifications is to be a discussion of the candidates' education and experience that would qualify them for this position. The Statement should be no more than two pages in length.

The application and Statement of Qualifications are to be submitted to:

Department of Motor Vehicles - Selection Services Unit  
2570 24<sup>th</sup> Street  
1st Floor Lobby - Examination Drop Box  
Sacramento, CA 95818

Or mail to:

Department of Motor Vehicles  
Selection Services Unit  
P.O. Box 932315 – Mail Station G208  
Sacramento, CA 94232-3150

-4-

**Applications and Statement of Qualifications must be submitted.**

Questions regarding this examination should be directed to Becki Morgan at (916) 657-8406 or CALNET 437-8406. California Relay Telephone Service for the deaf or hearing impaired from TDD Phones: 1-800-735-2929; from voice phones: 1-800-735-2922.

## **EXAMINATION INFORMATION**

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their personal qualifications and experience. Interviews may be

conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next twelve months or a new examination may be scheduled.

**BULLETIN RELEASE DATE: April 7, 2006**